Canadian Centre for Occupational Health and Safety

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EFFECTIVE WORKPLACE INSPECTIONS

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Canadian Centre for Occupational Health and Safety

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TABLE OF CONTENTS

1.	INTRODUCTION	1
2.	ROLE OF INSPECTIONS	1
3.	PLANNING INSPECTIONS	1
	Aspects to Examine	1
	Workplace Elements	2
	Types of Hazards	2
	Information Requirements	3
	Committee Member Qualities	4
	Inspection Schedules	4
4.	CONDUCTING INSPECTIONS	5
	Supervisor Involvement	5
	Observation	6
	Inspection Principles	7
5.	REPORTING	8
6.	FOLLOW-UP/MONITORING	8
7.	CONCLUSION	9
	APPENDIX A -- Sample Floor Diagram	10
	APPENDIX B -- Inspection Checklists	11
	APPENDIX C -- Summary of Inspection Information Requirements	21
	APPENDIX D -- Workplace Inspection Report	22
	FURTHER READING	23

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1. INTRODUCTION

Workplace inspections help prevent injuries and illnesses. Through critical examination of the workplace, inspections identify and record hazards for corrective action.

This publication helps joint occupational health and safety committees to plan, conduct, report and monitor inspections. The suggestions outlined here can aid inspections within the overall occupational health and safety program.

2. ROLE OF INSPECTIONS

As an essential part of a health and safety program, committee members examine the workplace to:

- listen to the concerns of workers and supervisors
- gain further understanding of jobs and tasks
- identify existing and potential hazards
- determine underlying causes of hazards
- monitor hazard controls (personal protective equipment, engineering controls, policies, procedures)
- recommend corrective action

3. PLANNING INSPECTIONS

Planning is essential for an effective inspection. Workers and management are responsible for identifying unsafe workplace conditions. Achieve this by shared, active participation in the inspection team.

Aspects to Examine

An effective inspection method identifies all types of hazards. Every inspection must examine **who, what, where, when and how.**

Pay particular attention to components most likely to develop unsafe or unhealthy conditions because of stress, wear, impact, vibration, heat, corrosion, chemical reaction or misuse. For a particular machine, the critical components include the point of operation, moving parts and accessories.

No work area is entirely free from hazards. Inspect the entire workplace area each time. Include areas where no work is done regularly, such as parking lots, rest areas, office storage areas and locker rooms.

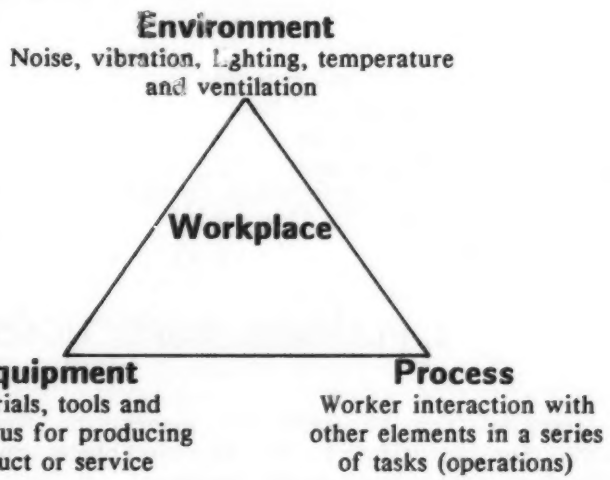
Various inspection teams can have separate responsibilities. This can be done in two ways:

- Each team inspects a separate area such as yards, warehouses, maintenance, offices, and production lines.
- Each team checks a separate class of items such as tools, buildings, utilities, materials, and mobile equipment.

The committee's choice depends on whether it is primarily looking for reports of hazards based on areas in the workplace or on categories of hazards. Alternating the two ways from month to month may be advisable.

Workplace Elements

For an effective inspection, look at all workplace elements--the environment, the equipment and the process.


Environment
Noise, vibration, lighting, temperature and ventilation
Workplace
Equipment
Materials, tools and apparatus for producing product or service
Process
Worker interaction with other elements in a series of tasks (operations)

Types of Hazards

There are four types of workplace hazards:

- Biological hazards caused by living organisms such as viruses, bacteria, fungi and parasites.
- Chemical hazards caused by a solid, liquid, vapour, gas, dust, fume or mist.
- Ergonomic hazards caused by anatomical, physiological, and psychological demands on the worker, such as lighting, equipment design and production rate.
- Physical hazards caused by noise, vibration, energy, weather, heat, cold, electricity, radiation and pressure.

Information Requirements

Diagram of Area

Use drawings of plant layout, or floor plans to help you draw a diagram. Divide the workplace into areas based on the process. Visualize the activities in the workplace and identify the location of machinery, equipment and materials. Show the movement of material and workers, and the location of air ducts, aisles, stairways, alarms and fire exits. Appendix A contains a sample diagram.

Use several simple diagrams if the area is large. Concentrate on particular types of hazards in the area. If chemicals are the main concern, make sure the diagram emphasizes chemicals. Do the same for all other hazards, such as noise and lighting.

Explain the contents of the diagram in a legend. Describe the steps of each operation. Obtain worker and supervisor comments on the diagram--they know the area better than anyone else.

Equipment Inventory

Know what type of machinery or equipment the workplace uses. Review technical safety data sheets, such as CCOHS' SAFETY INFOGRAMs and manufacturers' safety manuals. Read work area records to become familiar with the injury and illness potential of equipment.

Chemical Inventory

Determine which chemicals are used in the workplace and whether material safety data sheets are available. Find out whether actual and potential sources of chemical exposure are properly controlled. Make sure that all workers have received training in handling chemicals. Check that all chemicals are labelled with pertinent information, such as handling, storage, and waste disposal, according to Workplace Hazardous Materials Information System (WHMIS) requirements.

Checklists

A checklist helps to clarify inspection responsibilities, controls inspection activities and provides a report of inspection activities. Checklists permit easy on-the-spot recording of findings and comments. But be careful. Do not allow the inspection team to become so intent on noting the details listed, that it misses other hazardous conditions. Use checklists only as a basic tool. Refer to Appendix B for sample checklists.

Reports

Inspection records are important. Past inspection records show what has been identified. They also show what an inspection team concentrated on and what areas it did not inspect. The inspection report can draw attention to possible hazards. But do not simply repeat or copy previous inspections. Use the inspection report to determine whether previous recommendations were implemented.

The following describes three types of non-committee inspection reports:

- Ongoing
- Pre-operation
- Periodic

Ongoing inspections are continually conducted by supervisors and workers as part of their job responsibilities. They note hazardous conditions and either correct them immediately or report them for corrective action. The frequency of these inspections varies with the amount and conditions of equipment use. Daily checks by users assure that the equipment meets minimum acceptable safety requirements.

Pre-operation checks involve inspections of new or modified equipment or processes. Often these are done after workplace shutdowns.

Periodic inspections are regular, planned inspections of the critical components of equipment or systems which have a high potential for causing serious injury or illness. The inspections are often part of preventive maintenance procedures or hazard control programs. The law specifies that some types of equipment, such as elevators, boilers, pressure vessels, and fire extinguishers be periodically inspected at regular intervals.

Accident reports are good sources of information. There are pitfalls, however, in relying too heavily on accident reports. The inspection may tend to concentrate on the accident area at the expense of other areas. The focus must be on prevention.

Appendix C lists a summary of inspection information requirements.

Committee Member Qualities

Committee members should have:

- knowledge of previous injuries and illnesses in the workplace
- familiarity with the hazards and with the standards, regulations, PPE, and procedures that apply to the area
- ability and skills to assess situations requiring corrective action
- training in inspection, and in handling personnel and situations
- knowledge of the organization's operations, work flow, systems and products
- proper attitudes and influence to bring about improvements

Inspection Schedules

Nobody can accurately estimate how long an inspection will take. It depends on what is found, how many questions are asked, and how large and complex the work area is. The time can be estimated once a baseline is established. Inspections are ineffective when the allotted time allows for only a hasty look at the most glaring problems.

Take into account work shifts and changes, such as new materials, equipment or processes. Review the schedule of non-committee inspections.

The purpose of scheduling is to ensure enough inspections take place to keep the workplace free of hazards. The schedule that the committee recommends should state:

- when to inspect each area or item within the workplace
- who carries out the inspection
- what degree of detail to inspect each area or item

To decide how many inspections are necessary, how long they should last and how often they are needed, consider:

- number and size of different work operations
- type of equipment and work processes--those that are hazardous or potentially hazardous may require more regular inspections
- number of shifts--the activity of every shift may vary
- new processes or machinery which require special inspections when introduced into the workplace

4. CONDUCTING INSPECTIONS

Conduct inspections as often as regular committee meetings. Do not conduct an inspection immediately before a committee meeting. Separate inspections and meetings by at least one week. This allows time for action on hazards and gives the health and safety committee an opportunity to focus on issues requiring further action.

Discuss the planned inspection route before undertaking the inspection. Review where inspection team members are going and what they are looking for. (For example, during the inspection, "huddle" before going into noisy areas. This eliminates the need for arm waving, shouting and other unsatisfactory methods of communication.)

The committee cannot inspect as a whole. Members should have a clipboard or note pad, and checklists for the area or items they are inspecting. They also should be allowed to proceed at their own pace. For inspections, wear the PPE required. If you do not have PPE and cannot get any, do not enter the area. List this as a deficiency during the inspection. Re-inspect the area when PPE is provided.

Engineers, maintenance personnel and other specialists should be available to provide information on special equipment or processes. The health and safety committee may invite industrial hygienists, union health and safety specialists, or workplace managers to join the committee inspection team to assist them in examining certain aspects of a work area.

Supervisor Involvement

Supervisors are responsible for preventing accident-producing conditions. One of the best accident prevention tools is inspection. Supervisors have an advantage in safety inspections because of familiarity with workers, equipment and environment. This familiarity is also a disadvantage because it can interfere with a supervisor's objectivity.

Before inspecting a department or area, the committee should contact the supervisor in charge. This person has information important to the inspection and should accompany the committee inspection team. But the supervisor should not act as a tour guide. The inspection team must remain independent and make uninfluenced observations.

If the supervisor of the area does not accompany the inspection team, consult the supervisor before leaving the area. Discuss each recommendation with the supervisor. Report even minor items which the supervisor can immediately correct. Note these on the report as corrected. This keeps the records clear and serves as a reminder to check the condition during the next inspection.

Even though a supervisor may interpret reporting as a criticism, committee members cannot fail to report hazards. Inspections are fact-finding, not fault-finding. Retain objectivity and maintain an attitude that is firm, friendly, and fair.

A worker or supervisor may request the committee members to recommend new equipment, and changes in workload and jobs. Record any recommendation that deals with worker health and safety in the notes and consider them for inclusion in the report. Be careful not to promise workers or supervisors more than can be delivered.

If an inspection team member sees a person who seems to be working unsafely, ask the supervisor to have the action stopped. Ask the worker and supervisor why the task is done that way and for possible alternatives. The person could be working as the supervisor instructed and may be defensive. Or the inspection team member's assumption may be incorrect. It is the supervisor's job to require compliance with workplace rules and it is the inspection team member's job to inspect and report.

Observation

Look for deviations from accepted work practices. Use statements such as, "a worker was observed operating a machine without a guard." Do not use information derived from inspections for disciplinary measures.

The U.S. National Safety Council notes some common poor work practices:

- using machinery or tools without authority
- operating at unsafe speeds or in other violation of safe work practice
- removing guards or other safety devices, or rendering them ineffective
- using defective tools or equipment or using tools or equipment in unsafe ways
- using hands or body instead of tools or push sticks
- overloading, crowding, or failing to balance materials or handling materials in other unsafe ways, including improper lifting
- repairing or adjusting equipment that is in motion, under pressure, or electrically charged
- failing to use or maintain, or improperly using, personal protective equipment or safety devices

- creating unsafe, unsanitary, or unhealthy conditions by improper personal hygiene, by using compressed air for cleaning clothes, by poor housekeeping, or by smoking in unauthorized areas
- standing or working under suspended loads, scaffolds, shafts, or open hatches

Inspection Principles

When conducting inspections, follow these basic principles:

- Draw attention to the presence of any immediate danger--other items can await the final report.

- Shut down and "lock out" any hazardous items which cannot be brought to a safe operating standard until repaired.

- Do not operate equipment. Ask the operator for a demonstration. If the operator of any piece of equipment does not know what dangers may be present, this is cause for concern. Never ignore any item because you do not have knowledge to make an accurate judgement of safety.

- Look up, down, around and inside. Be methodical and thorough. Do not spoil the inspection with a "once-over-lightly" approach.

- Clearly describe each hazard and its exact location in your rough notes. Allow "on-the-spot" recording of all findings before they are forgotten. Record what you have or have not examined in case the inspection is interrupted.

- Ask questions, but do not unnecessarily disrupt work activities. This may interfere with efficient assessment of the job function and may also create a potentially hazardous situation.

- Consider the static (stop position) and dynamic (in motion) conditions of the item you are inspecting. If a machine is shut down, consider postponing the inspection until it is functioning again.

- Discuss as a group, "Can any problem, hazard or accident generate from this situation when looking at the equipment, the process or the environment?" Determine what corrections or controls are appropriate.

- Do not try to detect all hazards simply by relying on your senses or by looking at them during the inspection. You may have to monitor equipment to measure the levels of exposure to chemicals, noise, radiation or biological agents.

- Take a photograph if you are unable to clearly describe or sketch a particular situation. Instant developing photographs are especially useful.

5. REPORTING

To make a report, first copy all unfinished items from the previous report on the new report. Then write down the observed unsafe condition and recommended methods of control. Enter the department or area inspected, the date and the inspection team's names and titles on top of the page. Number each item consecutively, followed by a hazard classification of items according to the chosen scheme. Appendix D is an example of a form.

State exactly what has been detected and accurately identify its location. Instead of stating "machine unguarded," state "guard missing on upper pulley #6 lathe in North Building."

Assign a priority level to the hazards observed to indicate the urgency of the corrective action required. For example:

A = Major--requires immediate action
B = Serious--requires short-term action
C = Minor--requires long-term action

If the workplace needs an action to control or eliminate hazards, make management aware of the problems in a concise, factual way. Management should be able to understand and evaluate the problems, assign priorities and quickly reach decisions.

After each listed hazard, specify the recommended corrective action and establish a definite correction date. Each inspection team member should review for accuracy, clarity and thoroughness.

Take immediate action as needed. When permanent correction takes time, take any temporary measures you can, such as roping off the area, tagging out equipment or posting warning signs.

An inspection report is effective only if the results are promptly reported to the persons who have the authority to implement recommendations. These could include the following:

- supervisors
- safety officer
- maintenance manager
- health and safety committee members
- manufacturing manager
- workplace superintendent
- company president

6. FOLLOW-UP/MONITORING

Review the information obtained from regular inspections to identify where immediate corrective action is needed. Identify trends as part of the overall monitoring of the health and safety program's effectiveness. Analysis of inspection reports may show the following:

- priorities for corrective action
- need for improving safe work practices
- insight as to why accidents are occurring in particular areas
- need for training in certain areas
- areas and equipment which require more in-depth hazard analysis (refer to CCOHS publication P87-1E, Job Hazard Analysis)

Committee members require timely feedback from management. They need to receive a report on what action will be taken prior to the next committee meeting. Unless some form of interest is demonstrated, committee members will lose motivation and determination for carrying out effective workplace inspections. Also, time limits for compliance set out in the report may serve as a measure of management's commitment to workplace inspections.

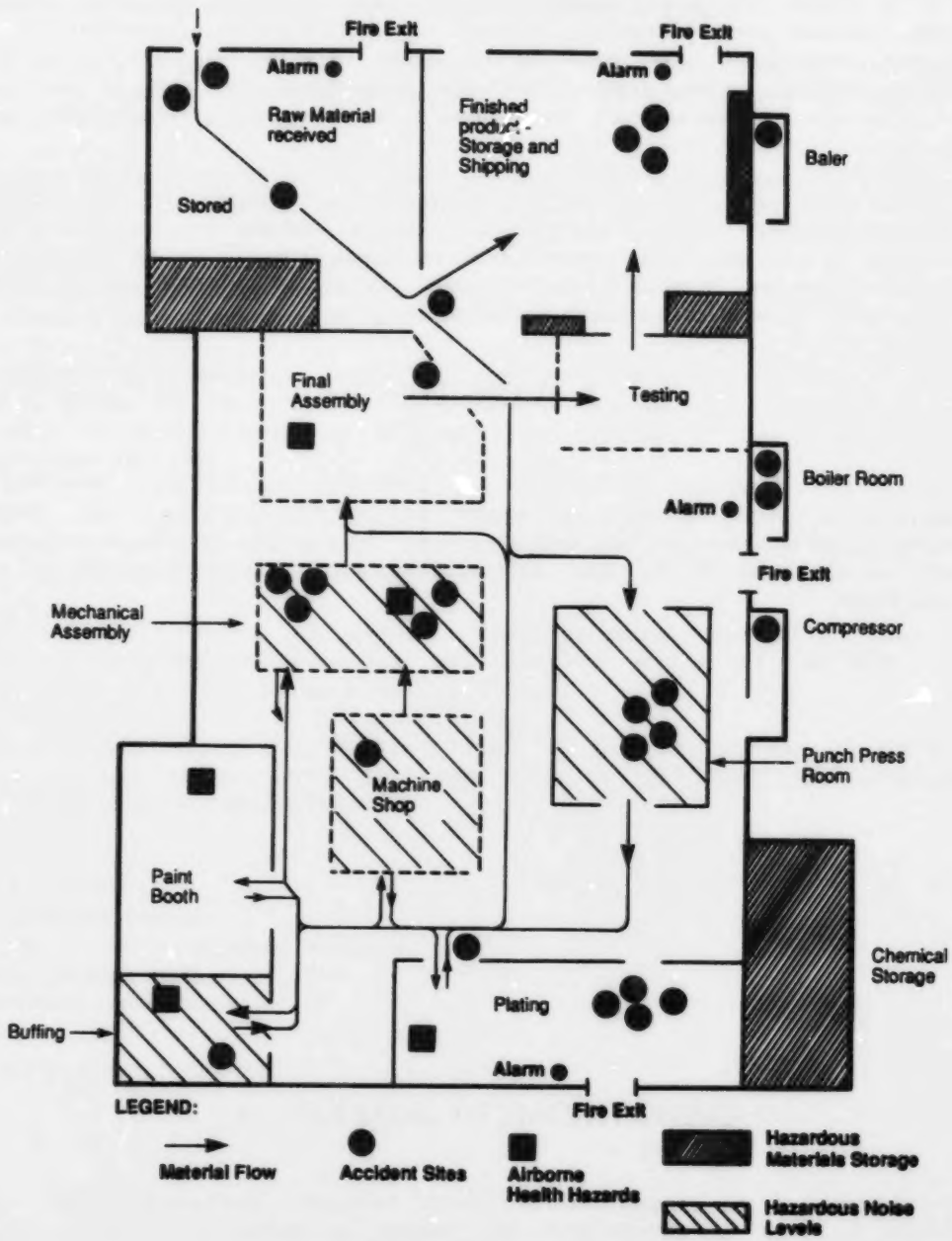
The health and safety committee should review the progress of the recommendations, especially when they pertain to the education and training of employees. It is also the committee's responsibility to study the information from regular inspections. This will assist in identifying trends for the maintenance of an effective health and safety program.

7. CONCLUSION

By using the described techniques for planning, conducting, reporting and monitoring, a joint occupational health and safety committee can inspect a workplace effectively. This exercise can assist the performance of the overall occupational health and safety program in the prevention of injuries and illness.

APPENDIX A

Sample Floor Diagram



APPENDIX B

Inspection Checklists

Introduction

Each inspector should have a checklist. Write notes on the checklist. Later transfer those items that require corrective action to a workplace inspection report.

Various types of checklists are used. The two examples outlined do not list all possible items. The best checklist for your workplace is one that has been developed for your specific needs. Whatever the format of the checklist, provide space for the inspectors' signatures and the date.

What Should Be Included on Checklist

1.	Environment	dust, gases, fumes, sprays, lighting, noise, ventilation
2.	Buildings	windows, doors, floors, stairs, roofs, walls, elevators
3.	Containers	scrap bins, disposal receptacles, barrels, carboys, gas cylinders, solvent cans
4.	Electrical	switches, cables, outlets, connectors, grounding, connections, breakers
5.	Fire Protection Equipment	extinguishers, hoses, hydrants, sprinkler alarm systems, access to equipment
6.	Hand Tools	wrenches, screwdrivers, power tools, explosive actuated tools
7.	Hazardous Materials	flammable, explosive, acidic, caustic, toxic
8.	Materials Handling	conveyors, cranes, hoists, hoppers
9.	Personal Protective Equipment	hard hats, safety glasses, respirators, gas masks
10.	Pressurized Equipment	boilers, vats, tanks, piping, hoses, couplings, valves
11.	Production Equipment	mills, shapers, cutters, borers, presses, lathes
12.	Personnel Support Equipment	ladders, scaffolds, platforms, catwalks, staging
13.	Powered Equipment	engines, electrical motors, compressor equipment

14.	Storage Facilities	racks, bins, shelves, cabinets, closets, yards, floors
15.	Walkways and Roadways	aisles, ramps, docks, vehicle ways
16.	Protective Guards	gear covers, pulleys, belt screens, work station, guards, railings, drives, chains
17.	Safety Devices	valves, emergency switches, cut-offs, warning systems, limit switches, mirrors, sirens, signs
18.	Controls	start-up switches, steering mechanisms, speed controls, manipulating controls
19.	Lifting Components	handles, eye-bolts, lifting lugs, hooks, chains, ropes, slings
20.	Hygiene and First Aid Facilities	drinking fountains, washrooms, safety showers, eyewash fountains, first aid supplies

Office Checklist

DATE: _____ INSPECTORS: _____

_____

(√) Satisfactory (X) Requires Action

	LOCATION	CONDITION	COMMENTS
BULLETIN BOARDS AND SIGNS Are they clean and readable? Is the material changed frequently?			
FLOORS Is there loose material, debris, worn carpeting? Are the floors slippery, oily or wet?			
STAIRWAYS AND AISLES Are they clear and unblocked? Are stairways well lighted? Are the aisles marked and visible?			
EQUIPMENT Are guards, screens and sound-dampening devices in place and effective? Is the furniture safe? ▪ worn or badly designed chairs ▪ sharp edges on desks and cabinets ▪ poor ergonomics (keyboard elevation, chair adjustment) ▪ crowding Are ladders safe, well maintained and properly affixed?			
EMERGENCY EQUIPMENT Is all fire control equipment regularly tested? Is fire control equipment appropriate for the type of fire it must control? Is emergency lighting in place and regularly tested?			
BUILDING Do buildings conform to standards with respect to use, occupancy, building services, and plumbing facilities? Are the following structures built to ensure safety? ▪ swinging doors ▪ floor and wall openings ▪ ladders, stairways and ramps ▪ guardrails Are materials stored safely?			

	LOCATION	CONDITION	COMMENTS
AIR HANDLING SYSTEM Does air exchange rate meet standard requirements? Is the system free of sources of contamination (asbestos, microorganisms, dust fumes)? Is humidity at standard level? Does ventilation control smoke and fumes?			
DANGEROUS SUBSTANCES Have all dangerous substances been identified? ▪ chemical, physical and biological properties ▪ adverse health effects ▪ exposure levels for workers ▪ correct handling methods Have the proper authorities carried out tests? Are test results made available to all joint committee members? Have substitutes been requested? Are dangerous substances properly labelled?			
SANITATION Are washrooms and food preparation areas clean? Are the following provided adequately? ▪ toilets ▪ showers ▪ potable water ▪ clothing storage ▪ change rooms ▪ field accommodations ▪ lunchrooms Are measures in place to prevent the spread of disease?			
SECURITY Do entry and exit procedures provide workers personal security at night? Are emergency (evacuation, fire, bomb threat) procedures in place?			
LIGHTING Are lamp reflectors clean? Are bulbs missing? Are any areas dark?			
MATERIAL STORAGE Are materials neatly and safely piled? Are passageways and work areas clear of obstructions?			

LOCATION	CONDITION	COMMENTS

GENERAL

Are extension cords used extensively?
Are electrical or telephone cords exposed in areas where employees walk?
Are machines properly guarded?
Is electrical wiring properly concealed?
Does any equipment have sharp metal projections?
Are wall and ceiling fixtures fastened securely?
Are paper and waste properly disposed?
Are desk and file drawers kept closed when not in use?
Are office accessories in secure places?
Are materials stacked on desks or cabinets?
Are file cabinet drawers overloaded?
Are filing stools or wastebaskets placed where they might be tripping hazards?

Manufacturing Checklist

DATE: _____ INSPECTORS: _____

_____

(√) Satisfactory (X) Requires Action

	LOCATION	CONDITION	COMMENTS
TRAINING Is training provided for each person newly assigned to a job? Does initial training include a thorough review of hazards and accidents associated with the job? Is adequate instruction in the use of personal protective equipment provided? Is training for the use of emergency equipment provided? Are workers knowledgeable in the "Right to Refuse" procedures?			
WEATHER Are resources available to deal with very hot or very cold conditions (drinking water, lined gloves, insulated boots)? Is the rain gear that is provided comfortable, and light enough so as not to constitute a hazard? Are work surfaces and grip surfaces safe when wet? Do workers know the symptoms of heat cramps, heatstroke?			
WORK PROCESS Are repetitive motion tasks properly paced and kept to a minimum? Do joint committee members have access to material safety data sheets? Are workers informed (by hazard signs and tags)? Have all trucks, forklifts and other equipment been inspected and maintained? Are lockout procedures followed? Is ventilation equipment working effectively? Is fume and dust collection hood properly adjusted?			
FIRE EMERGENCY PROCEDURES Is there a clear fire response plan posted for each work area? Do all workers know the plan? Are drills held regularly?			

	LOCATION	CONDITION	COMMENTS
Are fire extinguishers chosen for the type of fire most likely in that area? Are there enough extinguishers present to do the job? Are extinguisher locations conspicuously marked? Are extinguishers properly mounted and easily accessible? Are all extinguishers fully charged and operable? Are special purpose extinguishers clearly marked? MEANS OF EXIT Are there enough exits to allow prompt escape? Do employees have easy access to exits? Are exits unlocked to allow egress? Are exits clearly marked? Are exits and exit routes equipped with emergency lighting? WAREHOUSE AND SHIPPING Are dock platforms, bumpers, stairs and steps in good condition? Are light fixtures in good condition? Are all work areas clean and free of debris? Are stored materials properly stacked and spaced? Are tools kept in their proper place? Are there metal containers for oily rags and for rubbish? Are floors free of oil spillage or leakage? Is absorbent available for immediate clean-up of spills and leaks? Are all Class I products stored in Class I approved buildings or outside the warehouse? LOADING/UNLOADING RACKS Are steps, railings and retractable ramps on raised platforms in good repair? Is piping and in-line equipment in good condition and free of leaks? Are loading arms operating satisfactorily? Do submerged filling two-stage valves operate properly? Are bonding and grounding cables free of breaks? Are connections tight and sound? Is the general condition of wiring and junction boxes, etc. in good condition (visual inspection)?			

	LOCATION	CONDITION	COMMENTS
LIGHTING Is the level of light adequate for safe and comfortable performance of work? Does lighting produce glare on work surfaces, VDT screen and keyboards? Is emergency lighting adequate and regularly tested? MACHINE GUARDS Are all dangerous machine parts adequately guarded? Do machine guards meet standards? Are lockout procedures followed when performing maintenance with guards removed? ELECTRICAL Is the Canadian Electrical Code adhered to in operation, use, repair and maintenance? Are all machines properly grounded? Are portable hand tools grounded or double insulated? Are junction boxes closed? Are extension cords out of the aisles where they can be abused by heavy traffic? Are extension cords being used as permanent wiring? TOOLS AND MACHINERY Are manufacturers' manuals kept for all tools and machinery? Do power tools conform to standards? Are tools properly designed for use by employees? Are defective tools tagged and removed from service as part of a regular maintenance program? Are tools and machinery used so as to avoid electrical hazards? Is proper training given in the safe use of tools and machinery? CONFINED SPACES Are entry and exit procedures available and adequate? Are emergency and rescue procedures in place (e.g. trained safety watchers)?			

LOCATION	CONDITION	COMMENTS

HOUSEKEEPING
Is the work area clean and orderly?
Are floors free from protruding nails, splinters, holes and loose boards?
Are aisles and passageways kept clear of obstructions?
Are permanent aisles and passageways clearly marked?
Are covers or guardrails in place around open pits, tanks and ditches?

FLOOR AND WALL OPENINGS
Are ladder-ways and door openings guarded by a railing?
Do temporary floor openings have standard railings or someone constantly on guard?

ELEVATING DEVICES
Are elevating devices used only within capacity?
Are capacities posted on equipment?
Are they regularly inspected, tested and maintained?
Are controls of the "dead man" type?
Are operators trained?

SOUND LEVEL/NOISE
Are regular noise surveys conducted?
Is hearing protection available?

TEMPORARY WORK STRUCTURES
Are temporary work structures used only when it is not reasonably practicable to use permanent ones?
Are excavations properly shored, free of large objects (rocks, etc.) at the edges?

EMPLOYEE FACILITIES
Are facilities kept clean and sanitary?
Are facilities in good repair?
Are cafeteria facilities provided away from toxic chemicals?

MEDICAL AND FIRST AID
Is there a hospital or clinic nearby?
Are there employees trained as first-aid practitioners on each shift worked?
Are physician-approved first-aid supplies available?

	LOCATION	CONDITION	COMMENTS
Are first-aid supplies replenished as they are used?			
PERSONAL PROTECTIVE EQUIPMENT			
Is required equipment provided, maintained and used?			
Does equipment meet requirements?			
Is it reliable?			
Is personal protection utilized only when it is not reasonably practicable to eliminate or control the hazardous substance or process?			
Are warning signs prominently displayed in all hazard areas?			
MATERIALS HANDLING AND STORAGE			
Is there safe clearance for all equipment through aisles and doors?			
Is stored material stable and secure?			
Are storage areas free from tipping hazards?			
Are only trained operators allowed to operate forklifts?			
Is charging of electric batteries performed only in designated areas?			
Are dock boards (bridge plates) used when loading or unloading from dock to truck or dock to rail car?			
Are necessary warning devices and signs in use for railway sidings?			
Are specifications posted for maximum loads which are approved for shelving, floors and roofs?			
Are racks and platforms loaded only within the limits of their capacity?			
Are chain hoists, ropes and slings adequate for the loads and marked accordingly?			
Are slings inspected daily before use?			
Are all new, repaired, or reconditioned alloy steel chain slings proof-tested before use?			
Are pallets and skids the correct type and inspected?			
Do personnel use proper lifting techniques?			
Is the size and condition of containers hazardous to workers?			
Are elevators, hoists, conveyors, balers, etc., properly used with appropriate signals and directional warning signs?			

APPENDIX C

Summary of Inspection Information Requirements

1. Basic layout plans showing equipment and materials used
2. Process flow
3. Information on chemicals
4. Storage areas
5. Work force size, shifts and supervision
6. Workplace rules and regulations
7. Job procedures and safe work practices
8. Manufacturer's specifications
9. Personal Protective Equipment (PPE)
10. Engineering controls
11. Emergency procedures - fire, first aid and rescue
12. Accident and investigation reports
13. Worker complaint reports regarding particular hazards in the workplace
14. Recommendations of the health and safety committee
15. Previous inspections
16. Maintenance reports, procedures and schedules
17. Regulator inspection reports or other external audits (insurance, corporate specialist)
18. Monitoring reports (levels of chemicals, physical or biological hazards)
19. Reports of unusual operating conditions
20. Names of committee inspection team members and any technical experts assisting

APPENDIX D

Workplace Inspection Report

Inspection Location:_____ Date of inspection:_____

Department/Areas covered:_____ Time of inspection:_____

Observations					For Future Follow-up		
Item (and Location of Item)	Hazard(s) Observed	Repeat Item yes/no		Priority A/B/C	Recommended Action	Responsible Person	Action Taken	Date

Copies to: _____ Inspected by: _____

_____ _____

_____

FURTHER READING

A beginner's guide to workplace inspections: a practical guide to conducting effective workplace inspections for safety and health. Ottawa: Labour Canada, 1986.

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